COUNTY OF HIDALGO
DEPARTMENT OF HUMAN RESOURCES

PERSONNEL ADJUSTMENT REQUEST FORM

NOTE: *Complete multiple personnel action form if department is requesting more than (3) personnel actions.*

Date: 10/12/2017 | Current Slot No.: 0194 (Proposed) 5

Department Name: Elections Department | Current Position Title: _____

Department No.: 130-001 | Requested Position Title: Elections Surveyor

REQUEST FOR: ☑ New Position ☐ Temporary Position ☐ Position Reclassification * ☐ Other _____

	Current Budgeted Amount	Proposed Budgeted Amount	Net Change
SALARY REQUEST:	_____	$ 33,755.00	$ 33,755.00
SALARY REQUEST:	_____	_____	$ 0.00

TOTAL BUDGETARY IMPACT: $ 33,755.00

POSITION TO BE FUNDED FROM ONE OF THE FOLLOWING:

☐ Current Department Budget ☐ Annual Budget Cycle ☑ Will Require Additional Funds
☐ Salary Adjustment ☐ Other _____

POSITION TYPE: ☑ Full Time Regular Object Code 113 ☐ Part Time Regular Object Code 114
☐ Full Time Temporary Object Code 121 ☐ Part Time Temporary Object Code 122

CIVIL SERVICE: ☐ Exempt ☑ Non-Exempt **FLSA:** ☐ Exempt ☑ Non-Exempt

TEMPORARY POSITIONS:

Start Date	End Date	Work Schedule	Hours Per Week	Duration of Position

Annual Salary _____ Hourly Rate _____
Annual Salary / 2080 Hours Per Year = Hourly Rate

JUSTIFICATION FOR NEW POSITION / SALARY ADJUSTMENT: *(Explain why position or adjustment request is essential)*

This position is a requirement as per the Department of Justice's Settlement Agreement with the County of Hidalgo.

*** POSITION RECLASSIFICATION COMMENTS:** *(Attach completed Reclassification Analysis Form and additional pages if needed)*

Department Head	Date 10/12/17
Department of Human Resources	Date 10/20/2017
Department of Budget & Management	Date 10/20/17

HR Form: 028
Revised: 02/23/2017